



USAID
FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NUMBER: 26-13

OPEN TO: All Interested Candidates / All Sources

POSITION: Development Program Specialist-Health Information Systems Advisor;
USAID/PEPFAR/PSC; FSN-11

OPENING DATE: April 22, 2013

CLOSING DATE: May 13, 2013

WORK HOURS: Full-time, 40 hours / week

SALARY: Position Grade: FSN-11

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

USAID Locally Engaged Staff (LE Staff) Personal Services Contract positions are open to all residents of Cote d'Ivoire including US Citizens and third country nationals.

Anyone hired under an LE Staff Personal Services Contract position will be paid in accordance with the Local Compensation Plan (LCP). US Minimum Wage applies for US citizens hired to these positions. If the LCP wage is below US Minimum Wage, US citizens will be paid US Minimum Wage.

All applications will be considered on a competitive basis. Veteran's preference and EFM status are not applicable to these positions. US Citizens and Permanent Residents of the US are subject to US Federal and State taxes and local taxes if applicable. It is the responsibility of the incumbent to ensure they are meeting the requirements of their individual situations.

The U.S. Embassy/USAID in Abidjan is seeking an individual for the position of **Development Program Specialist-Health Information Systems Advisor** for USAID/PEPFAR Cote D'Ivoire Field Office.

Important: All Applications and Resumes Must be in English

BASIC FUNCTION OF POSITION

Job holder is a senior technical advisor responsible for Health Information Systems (HIS) strengthening within the context of in-country HIV/AIDS programs supported by PEPFAR. Job holder works at a technical manager and advisor level to collaborate with the Ministry of Health and AIDS (MSLS) and other partners in the development and strengthening of data, information systems and software that will improve data flow from the sub-national to the national level of the host country. To carry out this responsibility, job holder provides the USG team, MSLS, and other implementing partner's technical recommendations and expertise in the design, development, improvement, and maintenance of information systems that strengthen health service effectiveness and efficiency. Both the advisory and managerial roles require HIS technical expertise, results-oriented analysis, clear communication, advocacy, and close collaboration with

implementing partners and donors. Due to the highly integrated nature of HIS in all PEPFAR programmatic decision making, job holder represents USAID on HIS issues at technical working group, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Job holder is supervised by the Strategic Information (SI) Branch Chief.

A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.

Important Notice:

When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.

**E.g.: VA No. 26-13; Development Program Specialist-Health Information Systems Advisor
USAID/PEFAR/PSC**

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education (10%):** Master's degree (or host country equivalent) in one of the following disciplines is required: Informatics, Information Science, Health Information Management, Computer Science; Computer Engineering, or Information Systems.
2. **Prior Work Experience (20%):** At least five (5) years of experience in designing, developing, implementing, testing, documenting and maintaining information systems is required. Two (2) additional years of experience as an information technology (IT) Project Manager as well as practical experience in the development and use of database systems and other information management tools and mechanisms are required. Theoretical and practical knowledge of database development as well as experience in developing and maintaining databases and information systems is also required.
3. **Language proficiency (20%):** English Level IV (fluency) speaking/reading/writing and French Level III (Good working knowledge) speaking/reading/writing are required. ***Language proficiency will be tested.***
4. **Job Knowledge (25%):** The incumbent must possess an extensive knowledge of software development, software life-cycle methodology, project management, and information technologies. Good working knowledge of team management techniques to plan, organize, and direct multi-disciplinary project teams and activities is also required.
5. **Skills and Abilities (25%):** Practical experience in software development and programming using database systems (MySQL, SQL Server, Oracle, Postgres, MS Access or any RDBMS platform), programming languages (Java, Visual Basic, PHP, HTML, etc.), and operating systems (Windows, Linux, MacOS) is required. Ability to understand current information and communication technologies, mobile and wireless technologies, the concept of stand-alone and Web-based architecture, the concepts of Open Source standards and norms, the methodologies of software development, and the public health environment as well as ability to manage a software development project, from needs analysis and requirements gathering to the maintenance phase are also required.

Keyboarding skills that include both speed and accuracy of word processing, spreadsheets (advanced functions) and databases is also required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested individuals should submit cover letter and curriculum vitae both in English with details of three referees to:

The Human Resources Office
Attention: Recruitment Section
American Embassy, Abidjan
01 B.P. 1712 Abidjan 01
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: AbidjanHR@state.gov

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

POINT OF CONTACT

The Human Resources Office
Telephone: 22-49-40-00
Fax: (225) 22-49-41-02

CLOSING DATE FOR THIS POSITION: MAY 13, 2013

The U.S. Mission in Abidjan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.